



**UNIVERSAL Hi-Tech Development, Inc.**

1383 Piccard Drive, Rockville, MD 20850

## TUITION AND TRAINING APPROVAL AND REIMBURSEMENT

**General Instructions:** Use this form to get preliminary approval for reimbursement for tuition and training expenses for individual courses or for entire degree/certificate programs. Also use this form to request reimbursement after the education or training is completed. This form is used with UHD Policy 3.3, Tuition and Training Assistance; review this policy for more information.

**Employee Instructions:** Complete each section in this form as directed and get approval from your immediate supervisor and the UHD Human Resources Department before your class/es begin/s. Within 60 days after the class is completed, start the reimbursement process by providing the Human Resources Department with copies of your grade sheets or certificates, receipts, and proof of payment for the approved courses. Human resources will then authorize the UHD Accounting Department to issue you a reimbursement check.

### Employee Information

Employee's Full Name:	Social Security Number:
Employee's Position/Title:	UHD Employee Number:
Employee's Division/ Department/Contract:	Employee's Phone:

### Request for Preliminary Approval

#### Educational Institution

School Name:	Specify Campus:
Street Address:	
City:	State Zip Code

#### Coursework and Certificate/Degree Information

UHD approves single courses and degree/certificate programs which meet the requirements specified in UHD Policy 3.3, Tuition and Training Assistance. This section and the Rationale Section help determine if these requirements are met.

The course/s I wish to take is/are part of a:	<input type="checkbox"/> Single Course	Go to Rationale Section
	<input type="checkbox"/> Certificate Program	If the course/s is/are part of a certificate/ degree program, and that program has NOT yet been approved, complete rationale Section next. If your program HAS been approved already, continue in this section.
	<input type="checkbox"/> Undergraduate Degree Program	
	<input type="checkbox"/> Graduate Degree Program	
UHD previously approved my certificate/degree program in: _____		



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### Rationale

1. If your degree program has already been approved, skip to the next section, Financial Aid Information.
2. If your degree program has not yet been approved, or if you are only getting approval for a single class, continue with this section.

#### The UHD Tuition and Training Assistance Policy 3.3 states:

The education or training taken by a UHD employee must directly increase the employee's value to the Company in his or her present position, or his or her potential value in a more responsible assignment in the Company.

Individual courses required for a degree or certificate must relate to the job or function.

Please write a short rationale on how the single course or the certificate/degree program meets the requirements of UHD Policy 3.3 stated above. Attach course and/or required curriculum descriptions to this form. (List the course specifics under Specific Course Information, below.)

☐ I am seeking preliminary approval for a certificate/degree program in: \_\_\_\_\_

☐ I am seeking preliminary approval for a single course in: \_\_\_\_\_

Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(If you need more room, continue this rationale in the Additional Rationale Space on page 4.)*

### Financial Aid Information

The UHD Tuition and Training Assistance Policy 3.3 states:

Reimbursement will not include any financial assistance received from other sources such as existing public laws or from state or private scholarship. Employees will not be eligible for reimbursement under this program for that portion of tuition covered by other institutions.

Financial Aid Questions:	Yes	No	
Are you a Veteran with 181 days of active duty or more?			
Are you eligible for Veteran's Educational Assistance?			
Have you applied for scholarships, fellowships, veteran's educational assistance, or other forms of financial aid outside UHD?			
Are you receiving scholarships, fellowships, veteran's educational assistance, or other forms of financial aid outside UHD?			If YES, write total below
I am receiving other financial aid outside UHD in the total amount of:			



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### Specific Course Information

Course Title	Course Number	Total Credits	Start/End Dates	Start/End Times	Tuition Amount	80% Reimburse
Subtotal						
Less Financial Aid						
Grand Total Presented for Approval						

### Employee Repayment Agreement

I understand that reimbursement from UHD is contingent upon my being an active full-time employee of UHD at the conclusion of the course or training session as well as the attainment of a "C" or better for undergraduate or "B" or better for graduate level coursework.

Also, I agree that if I voluntarily resign or am terminated with cause from UHD within six months after course completion, I owe UHD 100% of all applicable costs incurred with the Tuition and Training Assistance.

If I terminate six to twelve months after the course completion, I owe UHD a prorated portion of the applicable costs incurred for the Tuition and Training Assistance. (For example, if termination is eight months after the completion of the course, I owe UHD 4/12<sup>ths</sup> of the applicable tuition and training costs.)

Employee Signature:	Today's Date:
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### Management and Human Resources Approval

Signatures in the blocks below indicate that this request for preliminary approval for tuition reimbursement has been given.

Immediate Supervisor Signature:	Today's Date:
Human Resources Signature:	Today's Date:

[illegible]